

NOTICE

There is a job vacancy with the **Bay County Environmental Affairs and Community Development Department.**

Job Title: Transportation Planner/Geographic Information System Technician

Rate of Pay: \$1,524.80/biweekly entry, progressing to \$1,751.20/biweekly after 3 years (PB06)

B.C.A.M.P.S. position, full-time with benefits

General Summary:

Responsible for professional transportation planning, general planning techniques, processes and practice as well as GIS database management, map preparation and analysis, and online mapping application maintenance and development. Prepares professional studies and reports required to maintain the certified transportation planning process for the Bay City Metropolitan Planning Organization. These studies and reports will include, but are not limited to: Highway Performance Monitoring System (HPMS) data collection, Asset Management annual road condition surveys, analysis and tabulation of traffic count data, The Transportation Improvement Program, the Transportation Long Range Plan, as well as, other transportation planning functions as assigned. Acts as the manager for the Bay County SDE for all Bay County GIS needs including 9-1-1 Dispatch, online mapping applications and various county departments' daily GIS needs.

Typical Duties:

1. Receives formal transportation planning assignments from the Transportation Planning Manager, together with parameters, special considerations, time frame and objectives.
2. Systematically summarizes findings to first draft report sections, analyzing findings, gathering added data, and converting to final sections.
3. Shares and coordinates project responsibilities with other staff members in areas such as maintaining Long Range Plan, annual report, and assuring county obligations/responsibilities are met in accordance with funding responsibility.
4. Coordinates work processes to automated data processing systems and keep current on grant requirements, program guidelines and methods. Administers existing grants documentation and reporting as assigned.
5. Responsible for the update, maintenance and enhancement of the Bay County GIS data layers including 9-1-1 GIS database, addresses, road, zoning and provide assistance on tax ownership parcel layer, including the addition of dimension information, survey notes, the creation of a subdivision plat-line layer, and addition of other map annotation information. Spatial realignment or correction of existing tax parcel layer to the more accurate remonumentation corners once GPS coordinates are established.
6. Creation of individual projects as they are requested by other departments.
7. Integrates existing databases and other data into G.I.S. usable formats.
8. Provides training and other support services to county and other member unit staff on G.I.S. operating techniques.
9. Develop and maintain online mapping application with ArcGIS Online and/or standalone application.
10. All other duties as assigned.

The above statements are intended to describe the general nature of the work performed by people assigned to this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified within this department. General duties of this position will be reviewed with applicants who are interested.

CHARACTERISTICS OF THE CLASS:

Responsible for management of portions of the transportation planning program within the department. Carries out other assignments as directed requiring more independent judgment, research, report writing, decision making, relating to the transportation planning function of the Bay City Metropolitan Planning Organization. Heavy reliance on Geographic Information System software and associated data bases for better long term decision making. Participates in the creation and maintenance of the Bay County G.I.S., provides training to county staff in use of a G.I.S., cooperating with county departments and understanding their applications, and staying current with technology advances.

MINIMUM QUALIFICATIONS:

Bachelors degree in geography, environmental science, land use planning, or similar subject area with emphasis on GIS applications. One to two years experience including land conveyance and tax assessing process. Specific GIS applications or database management. One to two years experience using Esri ArcGIS software. Knowledge of Spatial Database Engine concepts and design. Strong Microsoft Excel skills is a necessity. Must have a valid Michigan operator's license.

KNOWLEDGE, ABILITIES AND SKILLS:

Excellent written and oral communication skills: ability to effectively interact with citizens, developers, appointed and elected officials and staff members. Knowledge of principles, methods and practices applicable to transportation planning and the Federal Transportation requirements. Ability to conduct research in complex and varied subjects; ability to present and interpret technical data in professional reports and papers and convey to general public in a meaningful way. Skilled in research, mathematics, drafting, oral and written presentations. Skilled in programmatic practices and GIS design and production techniques. This position involves sitting, being mobile, bending and/or standing for significant periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: Generally, 20 pounds of force up to 1/3 of the time

Make application online at www.baycounty-mi.gov or via US mail/in person at the Bay County Personnel Department, 515 Center Avenue, Suite G102, Bay City, MI 48708-5121. **APPLICATION DEADLINE: 4:00 p.m. Monday, June 17, 2013.**

AN EQUAL OPPORTUNITY EMPLOYER

"BAY COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY STATUS IN ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN, ITS PROGRAMS AND ACTIVITIES."